

## Self-Service Address Change

Updating Address Information.

From your Portal Page, click on the '[Address](#)' link, the following screen will appear. At this screen click on the 'Edit' button.

### Home and Mailing Address

Addresses				
<u>Address Type</u>	<u>Status</u>	<u>As Of</u>	<u>Country</u>	<u>Address</u>
Home	Current	06/05/2009	USA	1016 W SWEET AVE BISMARCK, ND 58504-5384 BURLEIGH



The following screen will appear. Enter updated address information and the county of residence. For the field labeled 'Date Change Will Take Effect' the date needs to be the current date or later.

### Edit Home Address

Country: United States [Change Country](#)

Address 1:

Address 2:

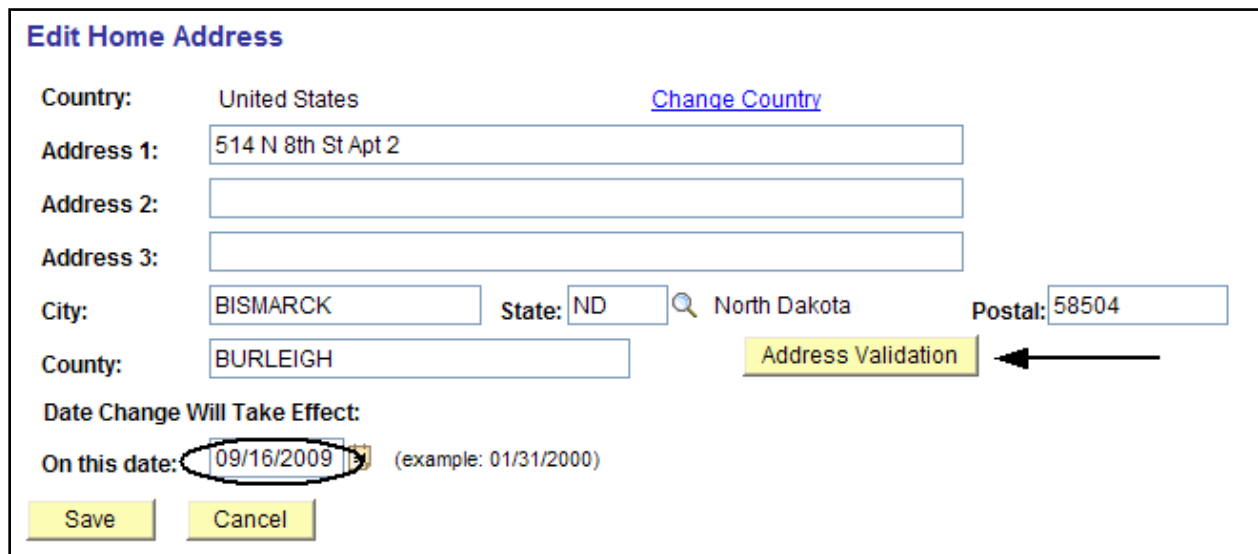
Address 3:

City:  State:   North Dakota Postal:

County:  [Address Validation](#)

Date Change Will Take Effect:

On this date:  (example: 01/31/2000)



After entering address information and county, click on the 'Address Validation' link within. This process will validate all address information with the US Postal Service. This process will also return the nine-digit zip code. All address information will come back in upper case and should remain that way. If the address information entered is not correct, you will need to change it and validate again.

### Finalist Address Validation

Address 1: 514 N 8TH ST APT 2

#### Return Messages

**Street:** Street and/or street components standardized from input  
**Street Range:** Street range correct  
**Unit:** Unit number (if any) is correct

City: BISMARCK

State: ND

#### Return Messages

**City:** City verified as input

Postal: 58501-4447

#### Return Messages

**Zip+4:** Zip+4 returned



Accept

Reject

If all the address information is correct and no messages show “invalid” information, click on the ‘Accept’ button.

Once the validation has been accepted it will bring up the screen below, click the ‘Save ‘ button.

### Edit Home Address

Country: United States

[Change Country](#)

Address 1: 514 N 8TH ST APT 2

Address 2:

Address 3:

City: BISMARCK

State: ND




North Dakota

Postal: 58501-4447

County: BURLEIGH

Address Validation

Date Change Will Take Effect:

On this date: 09/16/2009  (example: 01/31/2000)



Save

Cancel

After you save you will get a 'Save Confirmation' screen, click on the 'OK' button. This will return you back to the main page.

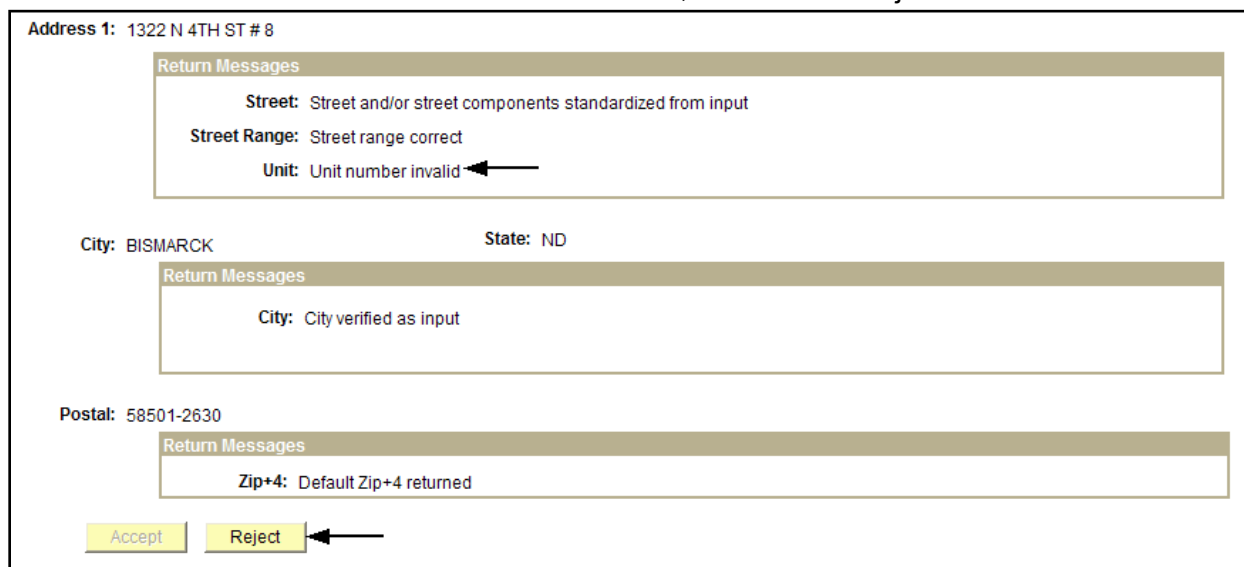


A screenshot of a 'Save Confirmation' screen. At the top, it says 'Home and Mailing Address' in blue, followed by 'Save Confirmation' in bold. Below this is a blue checkmark icon and the text 'The Save was successful.' At the bottom, there is a yellow 'OK' button with a black arrow pointing to it from the right.

After all information is saved you will receive an e-mail stating "Your request successfully saved to the database:"

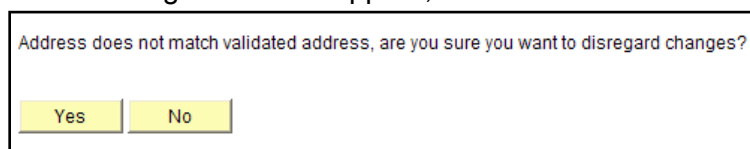
### **Invalid Information**

If the address validation returns "invalid" information, click on the 'Reject' button.

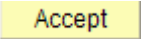


A screenshot of an address validation screen. At the top, it says 'Address 1: 1322 N 4TH ST # 8'. Below this is a 'Return Messages' box with three lines: 'Street: Street and/or street components standardized from input', 'Street Range: Street range correct', and 'Unit: Unit number invalid' with a black arrow pointing to it from the right. Below this is 'City: BISMARCK' and 'State: ND'. Below that is another 'Return Messages' box with one line: 'City: City verified as input'. Below that is 'Postal: 58501-2630' and a third 'Return Messages' box with one line: 'Zip+4: Default Zip+4 returned'. At the bottom, there are two yellow buttons: 'Accept' and 'Reject', with a black arrow pointing to the 'Reject' button from the right.

The following screen will appear, click 'Yes'



A screenshot of a confirmation screen. It says 'Address does not match validated address, are you sure you want to disregard changes?'. Below this are two yellow buttons: 'Yes' and 'No'.

This will take you back to the Edit Address screen, at which time you can make the necessary changes. Once the changes to correct the address are made, click on the 'Address Validation' button. The system will validate the address again and if correct the  button will be available to click.